3.1.2 Registration, Enrollment and Academic Progress: Implementation

Last updated on:
Students are responsible for enrolling themselves for the appropriate number of units each term. Students submit their quarterly study lists in Axess.

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1. Quarterly Registration

<table>
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<tr>
<th>PROCESS STEPS</th>
<th>RESPONSIBILITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Takes the necessary steps to clear any holds on registration (holds are viewed in Axess).</td>
<td>Student</td>
</tr>
<tr>
<td>2. Meets with and advise each student as to departmental requirements, academic progress and enrollment.</td>
<td>Advisor/ Department or program</td>
</tr>
<tr>
<td>3. Prior to the start of the quarter, petitions to department or program if planning to enroll in fewer than 8 units during the academic year.</td>
<td>Student</td>
</tr>
<tr>
<td>4. Sends an email reminder to all students before the quarterly deadlines, with a copy of this communication to the student’s department.</td>
<td>Registrar</td>
</tr>
<tr>
<td>5. Submits a study list in Axess before the Preliminary Study List deadline (NOTE: Student will be charged a late study list fee for filing a study list after the Preliminary Study List deadline).</td>
<td>Student</td>
</tr>
<tr>
<td>6. Regularly runs reports to monitor students’ timely admission to candidacy, expiring candidacy, and other academic milestones.</td>
<td>Department</td>
</tr>
</tbody>
</table>
2. Academic Progress

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<tr>
<th>PROCESS STEPS</th>
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<tbody>
<tr>
<td>1. Assumes responsibility for knowing and understanding degree requirements</td>
<td>Student</td>
</tr>
<tr>
<td>(e.g., reads appropriate departmental correspondence and publications).</td>
<td></td>
</tr>
<tr>
<td>2. Develops and discusses the plan for accomplishing requirements in a timely</td>
<td>Student, Advisor,</td>
</tr>
<tr>
<td>manner.</td>
<td>Department</td>
</tr>
<tr>
<td>3. Monitors student grades and academic progress.</td>
<td>Department</td>
</tr>
<tr>
<td>(Uses “Graduate Minimum Progress Report” in PeopleSoft Manage Student</td>
<td></td>
</tr>
<tr>
<td>Records&gt;Manage Academic Records, and select Report&gt;Grad Stud Min Prog Audit&gt;</td>
<td></td>
</tr>
<tr>
<td>Grad Stdt)</td>
<td></td>
</tr>
<tr>
<td>4. Regularly runs reports to monitor students’ timely admission to candidacy,</td>
<td>Department</td>
</tr>
<tr>
<td>and to monitor expiring candidacy and master’s eligibility (see description</td>
<td></td>
</tr>
<tr>
<td>related to each degree, Section 4 of this handbook). Where appropriate,</td>
<td></td>
</tr>
<tr>
<td>place an Academic Enrollment hold on the student’s registration (see GAP 5.5,</td>
<td></td>
</tr>
<tr>
<td>Enrollment Holds [1]).</td>
<td></td>
</tr>
</tbody>
</table>

3. Summer Quarter Enrollment

<table>
<thead>
<tr>
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<th>RESPONSIBILITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Documents requirements for summer enrollment, if any.</td>
<td>Department or program</td>
</tr>
<tr>
<td>2. Advises department of plans for summer enrollment, on-campus employment</td>
<td>Student</td>
</tr>
<tr>
<td>(including assistantship appointments), etc.</td>
<td></td>
</tr>
<tr>
<td>3. Communicates with students regarding summer enrollment, particularly for</td>
<td>Department or program</td>
</tr>
<tr>
<td>impact on financial support or visa requirements.</td>
<td></td>
</tr>
<tr>
<td>4. In the event an enrolled student wishes to cancel Summer quarter</td>
<td>Student</td>
</tr>
<tr>
<td>enrollment, submits the Annulment of Summer Registration form to the</td>
<td></td>
</tr>
<tr>
<td>Registrar after gathering the necessary signatures from department. Note:</td>
<td></td>
</tr>
<tr>
<td>Students who are admitted to begin their studies in Summer quarter, i.e.,</td>
<td></td>
</tr>
<tr>
<td>a Summer Term admit, may not cancel summer enrollment. If they do, they</td>
<td></td>
</tr>
<tr>
<td>will be required to reapply to start in Fall quarter.</td>
<td></td>
</tr>
</tbody>
</table>

4. Tuition Adjustments
## PROCESS STEPS

<table>
<thead>
<tr>
<th>Step</th>
<th>Process</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>To transition to TGR status, prepares the <a href="http://www.stanford.edu/dept/registrar/pdf/tgrreq.pdf">Request for Terminal Graduate Registration Status</a> form, submits to department for approval and then for to Registrar’s office at the Student Services Center for review.</td>
<td>Student</td>
</tr>
<tr>
<td>2</td>
<td>To request a one-time only tuition reduction during final quarter of degree program, prepares the <a href="https://stanford.box.com/v/part-time-enrol-grad-stu">Graduate Petition for Part-time Enrollment</a> and submits to department for approval. Student must then submit form to Registrar’s office at the Student Services Center for review.</td>
<td>Student</td>
</tr>
</tbody>
</table>

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